



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Bureau Chief, Public Health (EXE LEV)
3	Posting Number	PN# 106625
4	Department	Health & Human Services Department
5	Division	Neighborhood Services Division
6	Section	Bureau of Nutrition Services
7	Reporting Location	8000 N Stadium
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.	
	<b>CORE FUNCTIONS</b> <ul style="list-style-type: none"><li>➤ Responsible for overall management, administration and supervision of the Bureau of Nutrition Services which includes WIC medical Nutrition Therapy and Community Nutrition Programs within the Houston Department of Health and Human Services.</li><li>➤ Assures compliance with federal, state and city program and budget guidelines related to Bureau and Department operations.</li><li>➤ Manages a budget that totals over \$9 million of federal funds. Recommends personnel actions such as promotions, hires, salaries, job evaluations, disciplinary actions, and dismissals.</li><li>➤ Assures compliance to guidelines related to funding and monitoring subcontracts and various funding sources for all Nutrition Programs.</li><li>➤ Coordinates all evaluation activities related to Bureau program operations. Consults with staff and other city agencies regarding enhancement of public health goals and objectives.</li></ul>	
10	<b>WORKING CONDITIONS</b> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's degree in Public Health or a related field such as Biology, Microbiology, Chemistry or Physics. Preference may be given to those with a Master's degree.	
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Nine (9) years of experience in a major health agency or a similar facility are required. Or a Master's degree in a public health field and seven (7) years of directly related professional experience.	
13	<b>MINIMUM LICENSE REQUIREMENTS</b> None	
14	<b>PREFERENCES</b> <ul style="list-style-type: none"><li>➤ Preference will be given to applicants who are Registered Dietitians with prior Public Health Nutrition and WIC Management and Supervisory experience.</li><li>➤ Experience should include development/evaluation, performance management and budgeting.</li></ul>	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None	
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	<b>SALARY INFORMATION</b> <b>GRANT FUNDED POSITION</b> This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 30 \$1,999 - \$2,806 Biweekly    \$51,974 - \$72,956 Annually	
18	<b>OPENING DATE</b> August 31, 2005	
19	<b>CLOSING DATE</b> Open Until Filled	
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9471.	
	An equal opportunity employer	